IAC Volunteer Role Description

Volunteer Role Title: **Administrative Assistant** – responding to member queries, reaching out to prospective members, updating the website, researching services, and general administrative duties.

Type of Volunteering: E-Volunteering (aka Online/Virtual volunteering) is volunteering *off-site* by using the Internet and your home, college, or work computer/ electronic device. E-volunteering is as helpful and impactful to IAC as traditional volunteering.

Aim of volunteering role - Why we need you: We are seeking an IAC Administrative Assistant to help with the many types of general administrative duties that can arise at IAC. This help is essential in supporting the infrastructure at IAC at this time of growth.
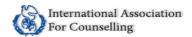
What is involved? We are looking to welcome a person who would commit to work regularly on administration. This involves contact with the CEO and others. Duties include responding to member queries, updating the website, researching services, and general administrative duties. IAC is also interested in reaching out and connecting with multiple counselling organisations worldwide and the administrative assistant may also help with initiating and maintaining those contacts.

How will I be supported?

- Initial induction with the CEO and subsequent training.
- Supervisory liaison.
- All administrative activity will be clearly instructed and will have a flexible schedule for working.

What skills are required for this position? Ideally, you would be organised, have worked with Microsoft Office (e.g. word and excel), enjoy teamwork, be creative, and have good communication skills.

Where would you carry out the work? E-volunteering is carried out from the Volunteer's personal computer /electronic device. Some Employers may consider supporting this work as part of a Corporate Social Responsibility (CSR), or as a partial secondment programme? – Enquiries welcome.

Level of English: Fluent English is required for this role. Other languages are not necessary but may be an advantage as we progress to offering information in more languages.

What experience do I need? Useful background experience /qualifications include:

- Proven interest in Counselling/ Humanities / Social work.
- General Admin/ Office Support.

Minimum Duration:	1 year.
Hours Required:	1.5 – 2 hours weekly.
Interview / Screening:	Informal Skype Interview.
How will I be acknowledged?	You will be acknowledged both on the IAC website and through a written reference.
Age Restriction:	Must be over 18.
Expenses:	IAC is not in a position to pay expenses related to this volunteering role. In particular circumstances, out of pocket expenses may be covered by pre-arrangement with the volunteer's supervisor.

How to Apply: Please email Naoise Kelly: **CEO@iac-irtac.org** with a short (less than one page) letter of interest and attach your CV.

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